



CITY OF EASTVALE



Seeking a Talented

ECONOMIC DEVELOPMENT MANAGER

Eastvale, CA



COMPENSATION & BENEFITS

Salary: The salary range for the Economic Development Manager is \$88,055—\$118,002. An offer may be made within the range, dependent on the qualifications and experience of the final candidate.

The City offers an attractive benefits package including:

CalPERS retirement: Effective January 1, 2013, new members to CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive 2% @ 62 benefit formula, under which the employee pays 6.25% as a contribution to the PEPRA plan. Employees who are current members of CalPERS or an agency with CalPERS reciprocity, or who have less than a six-month break in service between employment in a CalPERS (or reciprocal) agency, will be enrolled in the 2.0% @ 60 benefit formula, under which employees pay their full share (7%) of the employee contribution to CalPERS.

Cafeteria Plan: City pays \$1600/month towards a variety of health and dental insurance plan options and vision coverage. Employees may alternatively contribute any or all of the cafeteria allowance towards their 457 plan. A maximum of \$800 per month of the cafeteria allowance may be taken as cash by new employees effective December 1, 2017.

THE COMMUNITY

An award-winning City, Eastvale was ranked the #1 Best Place to Live in California and #17 of the 50 Best Places to Live in America!

Eastvale, one of California's newest cities, incorporated on October 1, 2010. Roughly ten years prior to incorporation, Eastvale was a part of the world-famous Chino dairy area, home to thousands, if not millions, of dairy cattle and only a handful of residents. Today, Eastvale has an ever-growing population of 64,855 residents. Roughly 90% of the City's 13.1 square miles is developed and served by a variety of local and regional shopping centers. Eastvale residents are proud of their community and of incorporation as well as the chance to chart their own future as an independent city.

Eastvale is a young, dynamic, and culturally diverse community in Western Riverside County filled with economic opportunity and strong values. The City Council values and encourages public participation in the governing process. Eastvale remains one of the bright spots in the local economy. Several housing and commercial projects are under construction, and the pace of housing growth in Eastvale exceeds that of cities several times its size. The median household income is reported at \$110,927 by the U.S. Census Bureau.

THE ORGANIZATION

The City's motto is "Community, Pride, and Prosperity."

The City organizational structure includes the following departments: the City Manager's Office, City Clerk's Office, Human Resources and the Finance Department. The functions of Code Enforcement, Human Resources and Public Information/Communications report directly to the City Manager's Office. Contract services are utilized for Public Works, Engineering, Building and Safety, and Planning. The Riverside County Sheriff's Department provides Police services and Cal Fire provides Fire services. Water, Sewer, and the majority of Parks and Recreation functions are performed by Jurupa Community Services District (JCSD). The Jurupa Area Recreation and Park District (JARPD) performs Parks and Recreation duties for the remainder of Eastvale's public parks.

The City operates under a Council/Manager form of government and has a five-member City Council comprised of members elected by district. Each Council Member is elected for four years with staggered terms. The Council selects one of its members each year to serve as Mayor. The City Council selects the City Attorney and the City Manager, who are directly accountable to the governing body.

For purposes of day-to-day administration, the Economic Development Manager is expected to coordinate operational activities and priorities with the City Manager to carry out the City Council's policy directives. The City has a cohesive, customer service and team-oriented workforce. The City has routinely received high praise from residents, businesses, and developers for its entrepreneurial and customer-focused business approach.



THE IDEAL CANDIDATE

The most successful candidate will possess and demonstrate many of the following personal and professional attributes:

- An entrepreneurial spirited, leadership style and value system that embodies ethics, integrity, and proven dedication to public service and the community.
- Oversees this high priority role to market business development and attraction.
- A solid sense of character with uncompromising values, including honesty and humility, and proven courageous decision making.
- A relationship builder with the ability to work with and command respect among the City leadership team and with the community.
- A seasoned and effective public sector manager and administrator who creates and maintains an environment of mutual respect and transparency with an ability to develop consensus and credibility through strong relationships.
- The ability to thrive in a fast paced environment with a strong commitment, innovation, and progression.
- Represents the Department to proactively secure long-term tax base and responds to business inquiries.
- A strong negotiator, communicator, collaborator with creative problem solving skills.
- Analyzes and makes recommendations on future market exploration.
- Oversees and maintains exceptional quality of life for its vibrant, engaged residents.
- Aggressively explores and pursues new development, diversification, and strategic decisions.
- An experienced professional with excellent verbal, written and interpersonal communication skills who is comfortable working with and making presentations to elected officials, developers, business community, and partnering agencies.
- The ability to be diplomatic and demonstrate political acumen while staying actively attuned to the community's interests and concerns.
- Wide range of experience in recruitment and retention of many business types but particularly industrial, retail, healthcare, and office development projects.
- A proven track record that reflects successful project and program management experience with significant accountability and stakeholder interaction.
- Evaluates the City's growing needs, attracting retail, entertainment, restaurants and office businesses.
- Position requires flexible working hours in order to properly connect with clients and outside agencies. Ability to work extended hours, occasionally work evening hours and travel.
- A self starter, who sees a need and adds value.
- Someone that uses "we" vs. "I" as there is no "I" in team.
- Someone that wants to truly create a unique, results-oriented, and relationship-focused economic development approach that becomes a benchmark for future professionals.

MISSION STATEMENT

The mission of Eastvale is to provide exceptional customer service to its residents and businesses and to continue to attract new businesses to invest and locate in order to build a strong, stable community with an excellent quality of life, superior public safety, and a vital business community.

BUDGET

The Finance Department is to manage and maintain financial records in conformity with generally accepted governmental accounting principles and in compliance with federal, state, and local laws. The City's fiscal year 2018-19 operating budget is \$42,423,880 with a \$35,000,000 reserve.

QUALIFICATIONS

The position requires a background including a combination of education and experience that provides the knowledge, skills and abilities necessary to be successful as the Economic Development Manager.

A Bachelor's Degree in Public Administration, Urban Studies, Marketing, or a closely related field is preferred; a minimum of four years of progressively responsible professional experience in economic development serving in a management or supervisory capacity, which includes management of major program and/or projects.



TECHNICAL INFORMATION

The City of Eastvale is seeking an Economic Development Manager who will find it a professional challenge as well as an opportunity to work in one of the premier organizations in the Inland Empire. The successful candidate will take the lead in the following key projects:

- Coordinate and oversee various retail and commercial developments such as, but not limited to: Eastvale Crossings, The Ranch at Eastvale, The Station at Goodman Commerce Center, Leal Master Plan, The Campus, The Merge, The Polopolus property, The Eastvale Marketplace, etc.
- Diversify restaurants to better reflect the desire of residents for ethnic, farm to table, “date night,” and fine dining.
- Serve as a liaison for strategic planning, development, and growth between the community and community stakeholders .
- Maintain current knowledge of economic trends, activities, and industrial development and enhance the balance between work, life, and play.
- Assist with managing the design, land/development, and implementation of marketing and transportation infrastructure.
- Help market the City, create programs to enhance and connect with existing businesses, create a Civic Center, and much more.

THE SELECTION PROCESS

Following the closing date, resumes will be screened in relation to the criteria defined in this brochure. Applicants with the most relevant qualifications will be invited to personal interviews. The most qualified candidates will be recommended and invited to a panel interview/assessment, anticipated to be held the week of August 27-30, 2018. It is estimated that the hire date for this position will commence in September 2018.

STRATEGIC GOALS

On May 8, 2013, the City Council adopted Eastvale’s first Strategic Plan. The Strategic Plan serves as a “blueprint” for the City on where to go, what to do, and how to get there — successfully. Through the public input process and discussion with City Council members and community stakeholders, the following goals were identified:

- Optimize the City’s economic development potential.
 - Establish a solid fiscal foundation for the City.
 - Maintain an excellent level of public safety.
 - Provide high quality public facilities and infrastructure.
- ⇒ On August 24th at 8am-2pm the City will be hosting the next strategic planning workshop including the City Council, City’s Management Team, and the community.

TO APPLY

The closing date for this recruitment is August 16, 2018. To be considered for this opportunity, provide an employment application, cover letter, resume, and a list of six professional references. For more information, please visit: <http://www.eastvaleca.gov/city-hall/human-resources/employment-opportunities>.

To submit your completed application or if you have any questions or would like to discuss this opportunity further, please do not hesitate to contact: Angelica Zepeda, Talent & Special Projects Manager at azepeda@eastvaleca.gov